

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3634 **TITLE:** MENTAL RETARDATION SPECIALIST V **GRADE:** S-30

**DEFINITION:**

Under administrative direction, administers a major consumer service area; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Mental Retardation Specialist V differs from the Mental Retardation Specialist IV in that the Mental Retardation Specialist V administers a major consumer service area, whereas the Mental Retardation Specialist IV serves as second-level administrator of residential services or administers an agency-wide support function with clinical orientation.

**ILLUSTRATIVE DUTIES:**

Develops, administers, directs, and supervises service area programs;  
Evaluates programs to ensure effective and efficient service delivery, and develops plans to address identified gaps in services;  
Assures programs meet all agency and state goals and objectives, as well as compliance with all applicable licensing and funding mandates, standards, and regulations;  
Establishes policies and procedures to enhance treatment effectiveness and efficiency;  
Disseminates, clarifies, and interprets policies and procedures;  
Provides clinical consultation and organizational guidance for high-risk cases;  
Oversees clinical services for quality and effectiveness;  
Reviews, evaluates, and assesses client admission and discharge decisions;  
Develops and monitors budget for the assigned service area;  
Authorizes and reviews program expenditures, identifies potential budget shortfalls, and writes consideration item proposals as requested for program expansion and enhancement;  
Provides liaison with county, regional, and state, agencies; governing boards; and advisory committees;  
Develops cooperative relationships with community groups and agencies;  
Provides consultation to the leadership of the Community Services Board.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of principles, practices, methods, and techniques related to treatment of persons with mental retardation or other developmental disabilities;  
Extensive knowledge of community resources and support services, including relevant public and private organizations;  
Thorough knowledge of intake procedures and interviewing techniques;  
Knowledge of principles and practices of public administration, including personnel, budgeting, accounting, and management analysis, and ability to apply them in overseeing a variety of services;  
Knowledge of federal, state, and local human services agencies and the services they provide;  
Skill in solving problems and resolving conflicts;  
Ability to manage the work of a large staff through subordinate supervisors;

Ability to lead/motivate a workforce to achieve program objectives;  
Ability to successfully perform as a team member/leader;  
Ability to provide consultative and educative expertise in specialty area;  
Ability to develop and evaluate programs;  
Ability to integrate services with other programs;  
Ability to develop and implement departmental goals and objectives;  
Ability to compile and analyze data and draw sound conclusions;  
Ability to interpret the impact of physical and psychotropic medication on clients;  
Ability to develop and maintain effective working relationships with subordinates, co-workers, county officials, public and private sector organizations, community groups and the general public;  
Ability to communicate effectively, both orally and in writing;  
Ability to prepare and present oral and written reports.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited college or university with a master's degree in psychology, social work, or a related field; PLUS  
Six years of related clinical and administrative experience; OR  
Graduation from an accredited college or university with a doctoral degree in psychology, social work, or a related field; PLUS  
Three years of related clinical and administrative experience.

**CERTIFICATES AND LICENSES REQUIRED:**

None required.

**NECESSARY SPECIAL REQUIREMENTS:**

Criminal background record check;  
TB screening upon hire and annually thereafter.

ESTABLISHED:

June 26, 2000